

**1 January 1999**



**Operations**

**UNIT NOTIFICATION AND ASSEMBLY  
PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFRPD 10-4, *Operations Planning*, and AFRCI 10-404, *Unit Notification and Assembly Procedures*. It provides information and guidance for the notification and assembly of 914 Airlift Wing personnel under actual, alert, and test conditions. This instruction should be utilized in conjunction with 914 AW Mobilization Plan 10-402. It applies to the 914 AW, Niagara Falls ARS, NY only. It will be reviewed annually by the 914 AW/CP or when warranted by change of governing directive. Any request for changes will be directed through the OPR. This instruction addresses information protected by the Privacy Act of 1974. The authority to collect and maintain this information is Title 10 United States Code, Section 8013. When obtaining information that is subject to the provision of AFI 37-132, *Air Force Privacy Act Program*, give a Privacy Act statement orally or in writing to anyone from whom you are collecting personal information, that will be put into a system of records, regardless of how you collect or record the answers. Safeguard and dispose of personal information according to AFMAN 37-139, *Records Disposition Schedule*.

**1. General.** Timely notification of a unit in the event of a recall is essential to the 914 AW mission. A pyramid notification system will be utilized and include both home and business phone numbers on the notification roster.

- 1.1. The Wing Commander has designated the Command Post as Office of Primary Responsibility for managing and monitoring the recall notification system.
- 1.2. Each unit will appoint a primary and alternate(s) recall monitor. The primary monitor will be the full-time person or Air Reserve Technician residing within the local area for each unit. The alternate should consist of reservists residing within the local area.
- 1.3. The telephone is the primary means of communication during notification procedures.
- 1.4. Communication-out procedures will utilize the primary and alternate monitors as messengers (or monitors will assign messengers as required). Each unit will use the Yahoo maps program on the

Internet to develop driving directions to each individual's house using 2028 Lockport Road, Niagara Falls, NY 14304 as the reference point for the base. Driving directions should be available for all unit personnel living within 50 miles of Niagara Falls ARS.

1.5. Media (TV, radio, newspaper, etc.) will be used only as a last resort and only at the direction of the Wing Commander.

1.6. Each unit will establish a recall plan that addresses alternate procedures so the unit can make every effort to meet its mobilization order response time.

## **2. Procedures:**

2.1. Each unit recall monitor will submit an updated recall roster to the Command Post monthly. It should be delivered prior to close of business each Sunday of the UTA. Identify the primary and alternate recall monitor in the top right corner of each roster with duty extension and the date the roster was updated.

2.2. Telephone recall rosters should include each individual's name, home phone, and work phone. Addresses should not be listed on this roster. Contacts should be limited to three per individual, including the Commander.

2.3. Include the following statements on each unit recall roster, "FOR OFFICIAL USE ONLY" and "PROTECTED BY THE PRIVACY ACT OF 1974" at the top and bottom of each page.

## **3. Notification:**

3.1. When notifying unit members, relay the message directly to the member. Messages to co-workers, family members, answering machines, baby-sitters, etc. do not constitute contact.

3.2. Twelve hours following initiation of recall, each unit must advise the 914 AW Command Post of the notification results.

3.3. Twenty-four hours following initiation of recall, each unit must provide notification results to the 914 AW Command Post using the "Unit Notification Results" memorandum in [Attachment 1](#). (**NOTE:** Complete and submit the memorandum immediately if notification reaches 100 percent prior to 24 hours.).

## **4. Contact Phraseology:**

4.1. Communications Test. "This is (grade, name, duty assignment). This is a communications test, I repeat, a communications test. Assembly is not required." Follow with any instructions, then ask, "Do you understand?"

4.2. Alert Notification. "This is (grade, name, duty assignment). You are placed on alert for a possible short notice recall to active duty. This is not a notice to report. This alert is to permit time for you to arrange your personal and business affairs. You will remain in this alert status until recalled or notified of alert cancellation. Do you understand?"

4.3. Actual Recall. “This is (grade, name, duty assignment). This is an actual, I repeat, an actual recall.” Follow with any instructions, then ask “Do you understand?”

GERALD C. VONBERGE, Col, USAFR  
Commander

**Attachment 1****UNIT NOTIFICATION RESULTS**

DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND

(Date)

MEMORANDUM FOR 914 AW/CP

FROM: (Your Unit)

SUBJECT: Unit Notification Results

- | 1. Type of Notification.             | Communication Test  | Alert Notification | Actual Recall |
|--------------------------------------|---|--------------------|---------------|
| a. Initiated by:                     | _____.  |                    |               |
| b. Start time:                       | _____. (This is the reference time of recall given by the Command Post in ZULU. It's from this time the 12 and 24-hour reports are due.). |                    |               |
| c. Date initiated:                   | _____.  |                    |               |
| d. Assigned number of personnel:     | _____.  |                    |               |
| e. Available personnel:              | _____. (This number shouldn't include individuals in basic training, technical schools, TDY, or on medical profiles.).                    |                    |               |
| 2. 12-hour results:                  | _____.  |                    |               |
| 3. 24-hour results:                  | _____.  |                    |               |
| 4. Feedback on problems encountered: | _____   |                    |               |
|                                      | _____   |                    |               |
|                                      | _____   |                    |               |

SIGNATURE BLOCK OF INDIVIDUAL  
COMPLETING RECALL